

**CATCH-UP WORKSHEET/CERTIFICATION**

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

SFN 51501 (10/2002)

In compliance with the Federal Privacy Act of 1974, the disclosure of the individual's social security number on this form is mandatory pursuant to 26 U.S.C. Section 3402. The individual's social security number will be used for tax reporting and as an identification number.

NDPERS • PO Box 1657 • Bismarck • North Dakota 58502-1657**(701) 328- 3900 • 1-800-803-7377 • Fax 701-328-3920****SECTION 1**

| | | |
|--|----------------------------|-------------------------------|
| Name (Last, First, Mi) | | Social Security Number |
| Plan's Inception Date: January 1, 1979 | Pick-up %: (if applicable) | Pick-up Year: (if applicable) |
| Normal Retirement Date (Month/Year): | Date of Birth | Day Time Phone Number |

SECTION 2 (To be completed by employee)

| A. Tax Year | B. Gross Annual Salary | C. Employer Pick-up% | D. Employer Pick-up Amount B x C=D | E. Adjusted Gross Annual Salary B-D=E | F. Annual Maximum Deferral | G. Actual Annual Deferral | H. Under- Utilized Amounts F-G=H |
|----------------|---------------------------------|----------------------------|---|--|-------------------------------------|------------------------------------|--|
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I. Total Under-Utilized Amount: \$ _____

SECTION 3 (To be completed by NDPERS)

| J. Catch Up Year | K. # of Pay Periods | L. Pay Period (Catch Up) | M. Pay Period (Normal Deferral) | N. Total Pay Period Deferral *** |
|------------------------|------------------------|-----------------------------|------------------------------------|--|
| | | | | |
| | | | | |
| | | | | |

Total of Column K: _____

*** KxN may not exceed the annual maximum allowable deferral for each catch-up year based on the schedule on the back of this form.

I certify under penalty of perjury that these facts are true and correct. I understand that it is my responsibility to ensure conformance with all requirements of the Catch Up Provision.

Signature_____
Date of Signature

WORKSHEET / CERTIFICATION INSTRUCTIONS

SECTION 1 -

Complete all information requested. In addition, you must establish your "normal retirement age" by specifying the month and year you plan to retire. Your age at retirement must fall within the range of ages for normal retirement. Provide "pick-up" information only if applicable. See "C" below for explanation.

SECTION 2 -

- A. Beginning with Tax Year 1979, identify the tax year(s) you were employed by your current employer but did not contribute the maximum amount you were eligible to defer after the Plan's inception date.
- B. Your gross earnings may be determined from your W-2 Form issued by your employer. Only wages paid to you as an employee may be considered when determining your gross earnings for purposes of the catch-up provision.
- C. If your employer participates in Employer Pick-up (makes contributions to employees' retirement plan with pre-tax dollars) the percentage of pick-up should be placed in column "C" for all years starting with the pick-up year as shown on the worksheet
- D. Only for years Employer Pick-up applies, multiply the pick-up percentage (column "C") as shown on the worksheet by the column "B" (gross annual salary), and enter the result in column "D".
- E. The Adjusted Gross Annual Salary is determined by subtracting column "D" from Column "B" and entering the result in column "E".
- F. For each tax year reported, determine your adjusted gross annual salary not to exceed the annual limit given in the schedule below:

| <u>Adjusted Gross Salary Schedule</u> | | | <u>Annual Maximum Allowable Deferral</u> | |
|---------------------------------------|------|------------------------|--|----------|
| 1979 – 1997 | 25% | Not to exceed \$ 7,500 | | |
| 1998 | 25% | Not to exceed \$ 8,000 | | |
| 1999 – 2001 | 25% | Not to exceed \$ 8,500 | | |
| 2002 | 100% | Not to exceed \$11,000 | | |
| 2003 | 100% | Not to exceed \$12,000 | 2003 | \$24,000 |
| 2004 | 100% | Not to exceed \$13,000 | 2004 | \$26,000 |
| 2005 | 100% | Not to exceed \$14,000 | 2005 | \$28,000 |
| 2006 | 100% | Not to exceed \$15,000 | 2006 | \$30,000 |

- G. Enter any actual amounts deferred for each tax year. This can be determined from your payroll stub or periodic statements issued to you by the investment firms. Do not include I.R.A. contributions.
- H. Subtract column "G" from column "F" for each year to determine the under-utilized amount you are eligible to catch up.
- I. Add the amounts in column "H".

NOTE: if more space is needed to reflect under-utilization in the plan, use additional forms to provide the necessary information.